

Résumé Evaluation Checklist

Use these questions to guide you in providing feedback on the résumés of your colleagues.

#	Criteria	Yes	No	Comments
1	Name: Does the candidate's name <i>stand out</i> and is it easy to read?			
2	Contact Info: Is contact info. complete and <i>easy to locate</i> ?			
3	Font: Does the style and size of the font make the résumé <i>easier to read</i> ?			
4	Formatting: Is the formatting consistent and does it <i>guide the eye</i> to key information?			
5	Spacing & Alignment: Does the spacing and alignment facilitate quick reading?			
6	Job Title, Employer, City, State, & Dates: Are they placed thoughtfully and <i>consistently</i> in ways that improve the reader's absorption of information?			
7	Bulleting: Do bullets make the info. <i>easier to locate</i> ?			
8	Verbs: Is a different, <i>strong verb</i> used for each bullet? Do verbs give the impression of competence?			
9	Key Skills: Do strong, clear statements <i>highlight</i> the candidate's key skills?			
10	Organization & Sequencing: Does it deliberately <i>guide the reader</i> through the résumé and <i>focus</i> the reader's <i>attention</i> on key points?			
11	Education & Qualifications: Are the candidate's qualifications (degrees, fields of study, certifications) <i>evident</i> ?			
12	Professional Skills: Are skills that will be an <i>asset to the employer</i> carefully highlighted?			
13	Employment: Does the way that the candidate has framed his or her employment distinguish the candidate as a <i>talented professional with a variety of strengths</i> ?			
14	Professional Achievements & Activities: Does the candidate appear to be <i>well-rounded and professionally involved</i> based on this list?			
15	General Impression: Does the overall appearance of the résumé distinguish the candidate as a <i>highly qualified professional</i> who is capable of <i>independent thought</i> ?			